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WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

April 7, 1945

GRAIN PRODUCTS BRANCH MEMORANDUM NO. 5

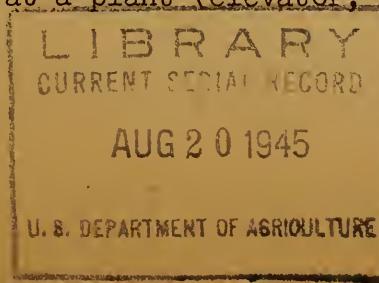
Subject: Disposal of Surplus Samples of Commodities in the Grain Products Branch

This memorandum consolidates instructions previously issued regarding the disposal of surplus samples.

A record must be kept in each office of the disposition by sale, transfer or destruction of surplus samples of all commodities handled by the office. A Board of Survey should be constituted in each office, consisting of the officer in charge and two other employees where possible. It is suggested that if possible such Board of Survey consist of a member of the technical staff and a member of the clerical or administrative staff, in addition to the officer in charge.

Samples of grain accumulated in connection with the enforcement of the U. S. Grain Standards Act, and of rice, beans, peas, hay, etc., accumulated in connection with permissive inspection services are generally readily marketed at the place where accumulated. Such samples should be disposed of by sale, except as otherwise provided herein, to the best advantage of the Government in accordance with Department Regulations (Par. 4422). All proceeds in the form of money order or check, drawn to the Treasurer of the United States, must be deposited as miscellaneous receipts. Instructions regarding the deposit to miscellaneous receipts are contained in Grain and Seed Memorandum No. 17 dated December 8, 1941. Cash payment should not be accepted.

Arrangements previously made whereby some offices furnish surplus samples to the Fish and Wildlife Service or similar organizations for use in conserving wildlife may be continued. Care should be taken at all times to see that samples which have been treated with an insect (or any other) repellent are destroyed. Likewise any samples containing noxious weed seeds which may possibly be detrimental to agriculture if distributed should not be disposed of for feeding wildlife. The above instructions apply to samples accumulated in Federal offices, and which no longer are needed for inspection or testing of the commodity. Where inspection is performed at a plant (elevator, mill, warehouse, etc.),



the surplus above that needed for file purposes or transmittal to a laboratory should be turned back to the plant. Samples obtained in no case should be larger than necessary for proper inspection and for filing and supervision.

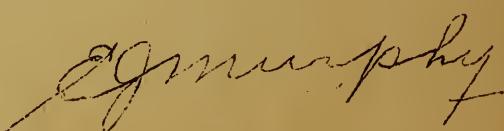
Samples of seed accumulated in field offices under the Lend-Lease or other emergency programs, so small as to make sale impracticable, may be disposed of in accordance with the best judgment of the Board of Survey. It is suggested that such samples be given to some local public institution, charitable organization, school, garden club, or the like, such organization picking up such samples. If there is any question as to the quality of such seed with regard to purity, germination, or the presence of noxious weed seeds, which might cause disappointment to the users, it is preferable that such seed be destroyed.

Samples of miscellaneous commodities, such as flour, cereal products, soap, vitamin products, vegetable oils, etc., in such small quantities as to make sale impracticable, may, if wholesome and usable, be given to a Government, State or municipal agency, or to nonprofit institutions such as hospitals, orphanages, etc., provided they are picked up by the receiving agency. Samples carrying manufacturer's brand or trade-marks and drugs or medicines should not be sold. Samples which are not usable (damaged, or infested with insects or contaminated in any way), should be destroyed.

Samples should not be accumulated in any office to the point where they may become infested by insects or rodents, or in such quantities as to create a hazard on account of weight of the material. Laboratories generally are quartered in office buildings and not warehouses, and the weightload per square foot should be limited accordingly.

The officer in charge of each office should bring this memorandum immediately to the attention of each employee, who should indicate that he has read it by initialing the file copy. Hereafter any further instructions on this subject likewise should be brought to the attention of each employee. New employees should read the memorandum and signify that this has been done by initialing the file copy retained in the office.

Note: This memorandum does not apply to inspectors licensed under the U. S. Grain Standards Act or inspectors under a cooperative agreement with States or other agencies, except when cooperative agreements contain a Trust Fund provision for the employment of such inspectors.



E. J. Murphy, Chief
Grain Products Branch